

SUBJECT TO APPROVAL

MEETING DATE: THURSDAY, JANUARY 26, 2017
6:00 P.M.

MEETING PLACE: WALTER C. POLSON MIDDLE SCHOOL AUDITORIUM

BOARD OF SELECTMEN MEETING MINUTES

6:00 p.m. Special Session

First Selectman Banisch called the Special Session of Thursday, January 26, 2017 to order at 6:01 p.m. Present were First Selectman Banisch, Selectman Goldberg, Selectman Hale, Selectman Murphy and Selectman Wilson.

1. Pledge of Allegiance

First Selectman Banisch led the Pledge of Allegiance.

2. Approval of minutes

MOVED by Selectman Hale and seconded by Selectman Goldberg to **APPROVE** the minutes of the Board of Selectmen Meeting held on January 9, 2017.

VOTE: This motion was approved unanimously.

3. First Selectman's Comments:
Reserved for the end of the meeting.
4. Citizen Comments:
None.

NEW BUSINESS

5. Discuss and take action to approve the parameters of the Annual Town of Madison Donald Rankin Community Service Award.

DISCUSSION: First Selectman Banisch stated a subcommittee should be formed to determine these parameters and he asked Selectman Goldberg to head the subcommittee. Selectman Goldberg agreed and stated that he would like at least one other Selectman to be on the committee with him and First Selectman Banisch added that Donald Rankin should be asked to be on the committee as well.

6. Discuss and take action to approve a Proclamation honoring Eagle Scout Matthew Erich Benedict Derken.

DISCUSSION: Selectman Hale read aloud the proclamation for the record.

MOVED by Selectman Hale and seconded by Selectman Murphy to **APPROVE** a Proclamation honoring Eagle Scout Matthew Erich Benedict Derken.

VOTE: This motion was approved unanimously.

7. Discuss and take action to approve the spending of \$609,257.77, and to sign the contract within 15 days, for the purchase of the new fire truck.

DISCUSSION: First Selectman Banisch stated that this request was from the North Madison Fire Department and that the funds were in the reserves. Chief MacMillan stated that this truck would primarily be for pumping water and that it had an electric ladder rack to prevent injuries in lifting to pull down the ladder. This request is within the budget guidelines. The payment needs to be made upfront in order to receive discounts on the total cost of the truck. Selectman Wilson added that this request and purchase was as a result of proper planning and preventive maintenance.

MOVED by Selectman Wilson and seconded by Selectman Hale to **APPROVE** the spending of \$609,257.77, and to sign the contract within 15 days, for the purchase of the new fire truck.

VOTE: This motion was approved unanimously.

8. Discuss and take action to approve a donation in the amount of \$5,000 from Neighbor 2 Neighbor to the Youth & Family Services & Social Services Departments. The funds will be used for emergency financial assistance to individuals / families in need.

MOVED by First Selectman Banisch and seconded by Selectman Hale to **APPROVE** a donation in the amount of \$5,000 from Neighbor 2 Neighbor to the Youth & Family Services & Social Services Departments. The funds will be used for emergency financial assistance to individuals / families in need.

VOTE: This motion was approved unanimously.

9. Discuss and take action to call a Public Hearing on Monday, February 27, 2017 at 7:15 p.m. in Town Campus Room A to hear comment on the 2017 Small Cities Community Development Program Application process for Concord Meadows Retirement Community.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** calling a Public Hearing on Monday, February 27, 2017 at 7:15 p.m. in Town Campus Room A to hear comment on the 2017 Small Cities Community Development Program Application process for Concord Meadows Retirement Community.

VOTE: This motion was approved unanimously.

10. Discuss and take action to approve the job description, with changes, to the position of Manager of Payroll and Accounting Services and adjust the salary to Grade 8 as recommended by the Job Evaluation Committee. Funding is budgeted through a line item transfer from the Salary Reconciliation Account.

MOVED by Selectman Hale and seconded by Selectman Goldberg to **APPROVE** the job description, with changes, to the position of Manager of Payroll and Accounting Services and adjust the salary to Grade 8 as recommended by the Job Evaluation Committee.

VOTE: This motion was approved unanimously.

11. Discuss and take action to approve the job description of Supervisor of Account Management, Grade 9 as recommended by the Job Evaluation Committee. Reclassify the position of Accountant to the position of Supervisor of Account Management. Funding is budgeted through a line transfer from the Salary Reconciliation Account.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** the job description of Supervisor of Account Management, Grade 9 as recommended by the Job Evaluation Committee. Reclassify the position of Accountant to the position of Supervisor of Account Management.

VOTE: This motion was approved unanimously.

12. Discuss and take action to approve the job description for the position of Administrative Assistant, Salary Grade 4, part-time 20 hours per week, Department of Health as recommended by the Job Evaluation Committee. Funding is budgeted through a line transfer within the Health Department budget.

MOVED by Selectman Murphy and seconded by Selectman Wilson to **APPROVE** the job description for the position of Administrative Assistant, Salary Grade 4, part-time 20 hours per week, Department of Health as recommended by the Job Evaluation Committee.

VOTE: This motion was approved unanimously.

13. Discuss and take action to approve hiring Edward Taddei to the position of Assessment Technician II, Salary Grade 6, Step 3. The position is budgeted and will fill a vacancy left by a prior employee.

MOVED by Selectman Hale and seconded by Selectman Murphy to **APPROVE** hiring Edward Taddei to the position of Assessment Technician II, Salary Grade 6, Step 3.

VOTE: This motion was approved unanimously.

14. Discuss and take action to approve a Line Item transfer request from the Human Resources Department in the amount of \$8,956.41 from Salary Adjustments (1-100-8150-0000-1330-830-00).

MOVED by Selectman Wilson and seconded by Selectman Hale to **APPROVE** a Line Item transfer request from the Human Resources Department in the amount of \$8,956.41 from Salary Adjustments.

VOTE: This motion was approved unanimously.

15. Discuss and take action to hire a facilitator for the Academy Street School Workshops.

DISCUSSION: First Selectman Banisch stated that three firms were interviewed and each firm provided their scope of work to facilitate the Public Workshops for the Academy School. The interview group recommends Fitzgerald & Halliday, Inc. Their scope can be approved and funded on a piece by piece basis. Selectman Hale and Selectman Goldberg commended the objectivity of an outside firm conducting the workshops and of the transparency of this process.

MOVED by Selectman Wilson and seconded by Selectman Hale to **APPROVE** hiring Fitzgerald & Halliday, Inc. to facilitate the Academy Street School Workshops.

VOTE: This motion was approved unanimously.

16. Update on the Shoreline Greenway Trail expansion.

DISCUSSION: This item should be tabled until February 27, 2017.

MOVED by Selectman Hale and seconded by Selectman Murphy to **APPROVE** tabling this discussion until February 27, 2017.

VOTE: This motion was approved unanimously

17. Update from Department Heads – Town Engineer.

- a. TOD Grant (Transit Oriented Development)
- b. Fueling Station Capital Project
- c. Other projects

DISCUSSION: This item should be tabled until February 13, 2017.

MOVED by Selectman Hale and seconded by Selectman Murphy to **APPROVE** tabling this discussion until February 13, 2017.

VOTE: This motion was approved unanimously

18. Discuss RFP to solicit proposals for new copiers for Town offices.

DISCUSSION: Arthur Sickle, Director of Administrative Services, stated that the Town's lease with Ricoh is ending now and the Board of Education lease is ending on June 30, 2017. The services should be put out to bid together to maximize cost-savings. The RFP will be published in two weeks and the new lease agreement will be in place for July 1, 2017.

19. Appointments:

Steven Filippone to the Youth and Family Services Board for a term to expire January 1, 2021.

David Rackey as the Citation Hearing Officer for a term to expire December 31, 2017.

Heather Castrilli as the Municipal Agent on Aging for a term to expire December 31, 2017.

Donald Oslander as Comptroller for a term to expire December 31, 2017.

Cheryl Kuszpa as Assistant Comptroller for a term to expire December 31, 2017.

MOVED by Selectman Hale and seconded by Selectman Wilson to **APPROVE** the above appointments.

VOTE: This motion was approved unanimously.

20. Tax abatements / refunds:

MOVED by Selectman Hale and seconded by Selectman Murphy to **APPROVE** the tax abatements / refunds in the amount of **\$3,422.29.**

VOTE: This motion was approved unanimously by the four current Board members.

21. Citizens comments

None.

26. Liaison Reports/Selectmen Comments

Bruce Wilson	WPCA
Al Goldberg	Salt Meadow Park Governance Comm., BOPC
Bob Hale	BOE
Scott Murphy	CIP, Budget Process
Tom Banisch	Beach & Rec., Solar Array Project

27. Adjournment

There being no objections, First Selectman Banisch adjourned the meeting at 6:28 p.m.

Respectfully submitted,

Lauren Rhines
Executive Assistant